

CME Referral Form Guidance 2021-2022

What is meant by Children Missing Education?

Children Missing Education (CME) are children of compulsory school age who are not on a school roll and who are not receiving a suitable education otherwise (e.g. privately, electively home educated (EHE) or in alternative provision).

All children, regardless of their circumstances, are entitled to a full time education which is suitable to their age, ability, aptitude and any special educational needs they may have.

What are the Risks to Missing Children?

Children who are missing education are at greater risk than those who are seen regularly in school. These risks include:

- Child Sexual Exploitation
- Radicalisation
- Female Genital Mutilation
- Modern Day Slavery
- Forced Marriage
- Domestic Violence
- Honour Based Violence
- Human Trafficking
- Neglect

Leeds City Council Guidelines

The local authority must be notified when a school is to delete a pupil from its register. This should be done as soon as the grounds for deletion are met, but no later than deleting the pupil's name from the register. It is essential that schools comply with this statutory duty as defined in [Keeping Children Safe in Education September 2021](#).

When Should School Refer?

Schools submit a [CME referral form](#) as soon as possible, but no later than when the child has been missing from school for 20 days in the following circumstances:

- A child has left the country **regardless** of if a new address and/or new school information has been provided
- There is reasonable evidence to indicate a child has moved out of the Leeds local authority area and their whereabouts is unknown.
- Where a child is reported or believed to have moved to a different Local Authority area but is not confirmed to be on a school roll in the new area.
- Where a pupil has not returned to school for ten days after an authorised absence, or is absent from school without authorisation for twenty consecutive school days, and reasonable enquiries have failed to establish the whereabouts of a child and the school does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or unavoidable cause.

Expectations Prior to Referral

Schools and colleges are responsible for keeping clear supporting evidence to verify that the grounds for deletion from the register have been met. Therefore, before referring a child to CME a school is expected to carry out the following investigations (please note that this list is not exhaustive list):

- Completing home visits including speaking to neighbours to confirm the family has left
- Telephoning all known contacts
- Emailing any known email addresses for parents/guardians
- Speaking to school friends and/or their parents/guardians
- Requesting copies of flight information
- Asking for the address the family is moving to
- Checking which school a child is expected to attend
- Requesting working contact details for parents including email addresses

Please consider when making referrals the CME team do not know the child, their family or their background. School staff, family and friends hold the primary information. We can only work with the information we are provided with.

In cases where a child has been removed from roll inappropriately, the school will be required to put the child back on roll with immediate effect. Further information on schools' duties regarding children missing education, including information schools must provide to the local authority when removing a child from the school roll at standard and non-standard transition points can be found in the department's statutory guidance: [Children Missing Education](#).

Completing the CME Referral Form

Part 1

This part should be completed by a member of staff with access to the following information:

- Pupil details
- Attendance information
- Information provided by the family
- Information about **all** enquiries made

It is **vitaly important** that as much information as possible is included in this section so that the CME team can make appropriate enquiries. If you have letters or emails of communication from the family you **must** submit copies as well as the CME referral.

Part 2

This must be completed by one of the school's Designated Child Protection Officers. It is important that **any** concerns the school have had be recorded.

For Independent schools and academies please securely email the form to cme@leeds.gov.uk

For maintained schools please securely email the form to schoolattendanceservice@leeds.gov.uk

Part 3

This part is to be completed by the Local Authority Attendance Improvement Officer (AIO) who has been allocated the case and should check that all other sections have been satisfactorily completed. Where a section is incomplete or further information is required the AIO should contact the member of staff named as completing the section.

Please note. Should you become aware at any time that a previously referred family has returned to Leeds please contact the CME team as a matter of urgency as the team may still be carrying out enquiries.

Removal from Roll

Schools may remove pupil/s from roll when one of the following grounds set out in the Education (Pupil Registration) (England) Regulations 2006, as amended has been met:

1	8(1) (a) - where the pupil is registered at the school in accordance with the requirements of a school attendance order, that another school is substituted by the local authority for that named in the order or the order is revoked by the local authority on the ground that arrangements have been made for the child to receive efficient full-time education suitable to his age, ability and aptitude otherwise than at school.
2	8(1) (b) - except where it has been agreed by the proprietor that the pupil should be registered at more than one school, in a case not falling within sub-paragraph (a) or regulation 9, that he has been registered as a pupil at another school.
3	8(1) (c) - where a pupil is registered at more than one school, and in a case not falling within sub-paragraph (j) or (m) or regulation 9, that he has ceased to attend the school and the proprietor of any other school at which he is registered has given consent to the deletion.
4	8(1) (d) - in a case not falling within sub-paragraph (a) of this paragraph, that he has ceased to attend the school and the proprietor has received written notification from the parent that the pupil is receiving education otherwise than at school.
5	8(1) (e) - except in the case of a boarder, that he has ceased to attend the school and no longer ordinarily resides at a place which is a reasonable distance from the school at which he is registered.
6	8(1) (f) - in the case of a pupil granted leave of absence in accordance with regulation 7(1A), that: (i) the pupil has failed to attend the school within the ten school days immediately following the expiry of the period for which such leave was granted; (ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and (iii) the proprietor and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is.
7	8(1) (g) - that he is certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he nor his parent has indicated to the school the intention to continue to attend the school after ceasing to be of compulsory school age
8	8(1) (h) - that he has been continuously absent from the school for a period of not less than twenty school days and: (i) at no time was his absence during that period authorised by the proprietor in accordance with regulation 6(2); (ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and (iii) the proprietor of the school and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is.
9	8(1) (i) - that he is detained in pursuance of a final order made by a court or of an order of recall made by a court or the Secretary of State, that order being for a period of not less than four months, and the proprietor does not have reasonable grounds to believe that the pupil will return to the school at the end of that period.
10	8(1) (j) - that the pupil has died.
11	8(1) (k) - that the pupil will cease to be of compulsory school age before the school next meets and— (i)the relevant person has indicated that the pupil will cease to attend the school; or (ii)the pupil does not meet the academic entry requirements for admission to the school's sixth form.
12	8(1) (l) - in the case of a pupil at a school other than a maintained school, an Academy, a city technology college or a city college for the technology of the arts, that he has ceased to be a pupil of the school.
13	8(1) (m) - that he has been permanently excluded from the school.
14	8(1) (n) - where the pupil has been admitted to the school to receive nursery education, that he has not on completing such education transferred to a reception, or higher, class at the school.
15	8(1) (o) where— (i) the pupil is a boarder at a maintained school or an Academy; (ii) charges for board and lodging are payable by the parent of the pupil; and (iii) those charges remain unpaid by the pupil's parent at the end of the school term to which they relate.

Referral pathway for reporting children and young people missing/absconded during the school day

